

CLOPTON PARISH COUNCIL

ANNUAL PARISH COUNCIL MEETING

Tuesday 28th May 2024 at 8.00pm Clopton Village Hall

A G E N D A

Members of the public will have the opportunity to speak regarding any items on this agenda or raise issues for future consideration at the discretion of the Chairman.

1. Election of Chairman and Declaration of Acceptance

2. Chairman's Welcome

3. Public Forum/Open Session

- County and District Councillor's Reports– if not already given at APM

4. Apologies

- To receive councillor's apologies for absence.

5. Declaration of Interests/Dispensation Applications Received

6. Councillors Acceptance of Office forms received

7. Election of Other Officers

- Officers to be elected: -
 - Vice Chairman
 - SALC Representative
 - Emergency Planning Officer
 - Responsible Finance Officer
 - Communications
 - Events Committee Membership

8. Minutes

- To approve the [minutes of the meeting of the Council, Tuesday 16th April 2024](#).

9. Matters arising from the minutes

10. Finance

To receive the financial report from the RFO including balances at the bank.

[May 2023 financial report](#)

To receive and approve payments since last meeting and authorise any cheques.

To approve the end of year accounts 2023-2024:

- [2023/24 Income & Expenditure](#)
- [2023/24 Bank Reconciliation](#)
- [2023/24 Receipts and Payments](#)
- To complete the: [Annual Governance and Accountability Return Sections 1 and 2](#).
(Approve Accounting Statements and Annual Governance Statement)
- Review [Asset Register](#) - please view prior to meeting.
- Review Risk Management Document
[Link to Risk Management document](#) – please view prior to meeting
- Review Internal Controls
[Link to internal controls document](#) - please view prior to meeting

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- Review Financial Regulations
[Link to Financial Regulations](#) – - please view prior to meeting
- Review Memberships

11. Non-financial policies for review

- Review Standing Orders and March 2022 Standing Orders Amendment – no changes this year.
[Link to Standing Orders](#) - Please view prior to meeting
[Link to March 2022 Standing Orders amendment](#) - Please view prior to meeting
- Review Code of Conduct – no changes this year.
[Link to Code of Conduct](#) - Please view prior to May meeting
- Review of the Council's policies, procedures, and practices in respect of its obligations under freedom of information and data protection legislation:
[Link to Privacy Notice on website](#) – please view prior to meeting
[Link to Data protection impact assessment](#) - please view prior to meeting
[Link to data retention policy](#) - please view prior to meeting

12. Planning matters

- Planning applications considered since 16th April meeting.
- To receive planning decisions.
 - i) **DC/24/0859/DRC**: Discharge of Condition Nos. 6 & 7 of DC/24/0067/VOC - Variation of Condition No 2 of DC/23/2706/VOC - Erection of business unit with storage yard - Proposed building to be moved 10.8m to the south, to improve vehicle circulation between units 19 and 20. - We wish to vary the existing condition to replace the following drawing: CCP20-03-Site Plan - Clopton Commercial Park Debach Airfield Clopton Woodbridge Suffolk IP13 6QT. **Application Permitted** by East Suffolk Council, 24/4/2024.
- To consider planning applications received after the agenda was produced
- Other planning matters.
 - i) **Planning Policy Updates**
 - ii) **New Local Validation List and Guidance**
 - iii) **SALC Planning Webinars**
 - iv) **Rural and Community Housing 2024**

13. Internal Auditors Report

- To review Auditors Report ([Internal auditor's summary 2023/24](#) and [Internal auditor's full report 2023/24](#))
- To assign an internal auditor for FY 2024/25

14. Road Safety

15. Bus Service Cancellation

16. First Responders for Clopton and Otley

17. Clerk's Report on Urgent Decisions since the last meeting

18. Officer's and Representative's Reports

19. Correspondence (for information)

- i) Sizewell C
- ii) SALC **East Suffolk Area Forum 7pm Thursday 13th June**, & AGM 1st July (both online).
- iii) Crisis Communications for Local Councils

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New course, booked via SALC. Tuesday 11th June 9.30 - 11.30am, Zoom

iv) 2024 CAS Conference: "Outcomes for All", Bringing Commercial and Communities Together
Wednesday 19th June, Kesgrave Community Centre

Voluntary Community Faith Social Enterprise (VCFSE) groups, Private Sector, Statutory Sector:
All £45.00

v) Safeguarding Essentials Conference (CAS)

Wellbeing, Resilience and Partnership, Wednesday 26th June, 9.30am - 12.30pm, via Zoom
£23pp VCFSE, £30pp others.

vi) Suffolk Community Awards (CAS, SALC, & SCC)

Nominations now open [here](#) to recognise and celebrate all those who have improved the quality of life for a community in Suffolk.

vii) Community Pantries and Uniform Banks

ESC are currently open for applications for grants for Community Pantries and Uniform Banks

[UK Shared Prosperity Fund » East Suffolk Council](#) this round closes end June.

[Uniform Bank grant scheme » East Suffolk Council](#) this round closes end July.

viii) ESC Community Partnership Information Sharing.

ix) Safety of Lithium ion Batteries and e-bikes and scooters

x) CAS, SCC, & SALC, [Suffolk Community Awards](#)

20. Matters to be brought to the attention of the Council for the next meeting

21. Dates of future meetings

- Wednesday 17th July 2024,
 - Wednesday 20th November 2024,
 - Wednesday 15th January 2025,
 - Wednesday 19th March 2025.
- All 7.30pm in the Village Hall.

Signed..... Clerk to Clopton Parish Council

Date.....